

# Returning ISEE Users

## Using Reports to Find & Fix Data Issues

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## Attendance/Enrollment

Idaho Code (Section 33-1002) provides for the educational support program of public schools in the State of Idaho and bases the distribution of state funds on the average daily attendance of students.

<http://www.sde.idaho.gov/tech-services>



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This link takes you to the ISEE homepage where you can find the Reporting Attendance and Enrollment Instruction Manual under ISEE Manuals.



## Attendance/Enrollment

### Access:

- Login to ISEE Portal
- Click on Reports – Attend/Enroll  
(under My Applications)
  - Contact your district technology director for access

<https://isee.sde.idaho.gov/>



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This link will take you to the SDE homepage.



If you do not see Reports Attend/Enroll, contact your tech director or your district administrator to get access.

NOTE: The SDE Portal site may be formatted differently depending on what browser you use and if it gets updated.



## Attendance/Enrollment

- Aggregated Attendance Detail Report
- Greater than One ADA
- Allocated Enrollment
- Net Enrollment Report
- Building Level
- District Wide
- Current Year Support Unit Calculation
- Best 28 Weeks



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Run each of these reports after every ISEE submission to check for data accuracy.



## Aggregated Attendance Report

- Attendance by school, by calendar, by week, by student
- Potential problems
  - Multiple zeros\*
  - Unusual decimal (i.e. 2.33)\*\*
  - Use grade grouping totals to identify bad weeks and/or calendar issues\*\*\*



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\*Ensure Student course enrollment start and end start and end dates are accurate – especially IDLA or offsite classes.

\*\*A 4 day week school had a calendar marked as instructional for a non-attendance day.



# Aggregate Attendance Report

School Year: 2014 - 2015

Effective Date: 11/9/2015

Provider(s): 123 DISTRICT

Building(s): All

Begin Attend Week: 11 - 09/08/2014

End Attend Week: 50 - 06/08/2015

Tenth Grade		08-Sep	15-Sep	22-Sep	29-Sep	06-Oct	13-Oct	20-Oct	27-Oct	03-Nov	10-Nov	17-Nov	24-Nov	01-Dec	08-Dec	05-Jan	12-Jan	19-Jan
Edu Id	Name																	
XXXXXXXXXX		5.00	5.00	5.00	4.00	5.00	5.00	5.00	5.00	3.00	5.00	5.00	2.00	5.00	5.00	5.00	5.00	4.00
XXXXXXXXXX		0.00	3.00	3.00	2.50	4.00	4.00	4.00	4.00	2.00	4.00	4.00	1.50	4.00	4.00	5.00	5.00	4.00
XXXXXXXXXX		0.00	0.00	0.00	0.50	1.00	1.00	1.00	1.00	0.50	1.00	3.50	1.50	3.50	3.50	0.00	0.00	1.50
XXXXXXXXXX		0.00	0.00	0.00	0.50	1.00	1.00	1.00	1.00	0.50	1.00	2.50	1.00	2.50	2.50	0.00	0.00	1.00
Total Tenth Grade		203.00	201.00	198.00	163.00	207.00	201.50	207.50	203.50	124.00	207.50	213.00	81.00	211.50	212.00	199.00	200.00	162.50
Eleventh Grade		08-Sep	15-Sep	22-Sep	29-Sep	06-Oct	13-Oct	20-Oct	27-Oct	03-Nov	10-Nov	17-Nov	24-Nov	01-Dec	08-Dec	05-Jan	12-Jan	19-Jan
Edu Id	Name																	
XXXXXXXXXX		5.00	5.00	5.00	4.00	5.00	5.00	5.00	4.50	3.00	5.00	5.00	2.00	5.00	5.00	4.00	4.50	4.00
XXXXXXXXXX		0.00	3.50	3.50	3.00	3.50	3.50	3.50	3.50	2.00	3.50	5.00	2.00	5.00	5.00	5.00	5.00	4.00
XXXXXXXXXX		5.00	5.00	5.00	4.00	5.00	5.00	5.00	5.00	3.00	5.00	5.00	2.00	5.00	5.00	5.00	5.00	4.00
XXXXXXXXXX		0.00	0.00	0.00	3.00	5.00	5.00	5.00	5.00	3.00	5.00	3.50	1.50	3.50	3.50	0.00	0.00	0.00
XXXXXXXXXX		5.00	5.00	5.00	4.00	5.00	5.00	5.00	5.00	1.50	5.00	5.00	1.50	5.00	5.00	5.00	5.00	4.00
XXXXXXXXXX		5.00	5.00	5.00	3.50	5.00	5.00	5.00	5.00	2.50	5.00	5.00	2.00	5.00	5.00	5.00	5.00	4.00
XXXXXXXXXX		0.00	0.00	0.00	2.00	2.50	2.50	2.50	2.50	1.00	2.50	2.50	1.00	2.50	2.50	1.00	1.00	1.00
XXXXXXXXXX		0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	1.00	3.50	1.50	3.50	3.50	5.00	5.00	4.00
XXXXXXXXXX		0.00	0.00	0.00	0.50	2.00	2.00	2.00	2.00	1.00	2.00	2.00	0.50	2.00	2.00	0.00	0.00	0.00
Total Eleventh Grade		112.00	113.50	111.50	92.00	121.00	119.00	115.50	116.00	69.00	117.00	122.50	48.00	122.50	122.50	72.00	76.00	69.00
Total Grade Grouping Secondary		1,361.00	1,376.50	1,360.50	1,079.00	1,395.50	1,355.00	1,358.50	1,347.50	807.50	1,355.50	1,368.50	537.00	1,360.00	1,375.50	1,274.50	1,277.50	1,040.50

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Blue row is perfect attendance - green cells would be normal absences  
Zeros may be weeks students are enrolled with no attendance...why? May be because they did not have correct start dates for courses, or put multiple courses in one period, so didn't get full attendance (i.e. students taking multiple IDLA courses, but being reported in one period, so SIS is not calculating correct attendance.



# Aggregate Attendance Report

Page: 2

Idaho State Department of Education  
Attendance/Enrollment System  
Aggregated Attendance Detail Report

6/21/2016 1:37:51 PM

Current Or Archive: UseCurrent

School Year: 2015 - 2016

Effective Date: 6/21/2016

Provider(s): Idaho District

Building(s): All

Begin Attend Week: 7 - 08/10/2015

End Attend Week: 24 - 10/07/2015

0 District Name

0003 Junior High School

Sixth Grade

Edu Id	Name	24-Aug	31-Aug	07-Sep	14-Sep	21-Sep	28-Sep	05-Oct	12-Oct	19-Oct	26-Oct	02-Nov
Student 1											0.00	
Student 2											0.00	
Student 3											0.00	
Student 4											0.00	
Student 5												1.00
Student 6											0.00	
Student 7											0.00	
Student 8											0.00	
Student 9											0.00	
Student 10											0.00	
Total Sixth Grade											0.00	1.00
Total Grade Grouping Elem 4-6											0.00	1.00
Seventh Grade												
Edu Id	Name	24-Aug	31-Aug	07-Sep	14-Sep	21-Sep	28-Sep	05-Oct	12-Oct	19-Oct	26-Oct	02-Nov
Student 11		5.00	4.50	4.00	5.00	5.00	3.00	5.00	5.00	5.00	3.50	5.00
Student 12		5.00	4.00	4.00	5.00	5.00	3.00	5.00	5.00	5.00	4.00	5.00
Student 13		5.00	5.00	1.00	5.00	4.00	3.00	5.00	5.00	5.00	4.00	5.00
Student 14		5.00	4.50	3.00	5.00	3.00	3.00	3.00	4.00	2.00	4.00	3.50
Student 15												
Student 16		5.00	4.00	4.00	5.00	2.00	3.00	4.00	4.00	5.00	4.00	5.00
Student 17		5.00	4.00	3.00	5.00	5.00	3.00	5.00	5.00	5.00	3.00	4.00
Student 18		5.00	5.00	4.00	5.00	5.00	3.00	5.00	5.00	5.00	4.00	5.00
Student 19		5.00	5.00	4.00	5.00	5.00	2.50	5.00	5.00	5.00	4.00	4.50
Student 20		5.00	5.00	4.00	5.00	5.00	3.00	5.00	5.00	5.00	4.00	5.00
Student 21		5.00	5.00	4.00	5.00	5.00	3.00	5.00	5.00	5.00	4.00	5.00

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After data has been submitted to ISEE, students enrolled in the wrong grade level must be exited using the same entry date or they will be reported (and funded) at that grade level.





## Greater than 1 ADA Report

- Students with attendance at more than one district/charter
- Max ADA per student is 1
- Attendance is split between districts/charters
  - Inter-district/charter resolution (tuition agreement)
- Remove “no show” students before 1<sup>st</sup> submission
- Juvenal Detention Center



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You can choose to have the ADA split between districts or have a tuition agreement in place with the other district. If you have a tuition agreement, then be sure that both districts are not splitting ADA. Only one district should get ADA in that case. JDC will get ADA and it will not be split. Don't need to un-enroll when going to JDC, can mark absent at base school.



# Greater than 1 ADA Report

Idaho State Department of Education  
Page: 1  
Basic Education Attend  
Greater Than One ADA  
Report  
School Year: 2015 - 2016  
Provider: 000 DISTRICT A  
6/20/2016 10:30:55 PM

district Id	District Name	school Id	School Name	Edu Id	Name	Grade Name	Week Begin Date	Calendar Type	Instru ction Da	Reported Attend Days	Adjusted Days	Reported Student ADA	Adjusted ADA
	District B			xxxxxxxx	John	Fifth Grade	4/25/2016	Regular School	5	4.00	2.00	0.80	0.44
	District A			xxxxxxxx	John	Fifth Grade	4/25/2016	Regular School	5	5.00	3.00	1.00	0.56
	District B			xxxxxxxx	John	Fifth Grade	5/2/2016	Regular School	5	5.00	2.50	1.00	0.50
	District A			xxxxxxxx	John	Fifth Grade	5/2/2016	Regular School	5	5.00	2.50	1.00	0.50
	District B			xxxxxxxx	Sally	First Grade	4/25/2016	Regular School	5	4.00	2.00	0.80	0.44
	District A			xxxxxxxx	Sally	First Grade	4/25/2016	Regular School	5	5.00	3.00	1.00	0.56
	District B			xxxxxxxx	Sally	First Grade	5/2/2016	Regular School	5	5.00	2.50	1.00	0.50
	District A			xxxxxxxx	Sally	First Grade	5/2/2016	Regular School	5	5.00	2.50	1.00	0.50
	District B			xxxxxxxx	George	Third Grade	4/25/2016	Regular School	5	4.00	2.00	0.80	0.44
	District A			xxxxxxxx	George	Third Grade	4/25/2016	Regular School	5	5.00	3.00	1.00	0.56
	District B			xxxxxxxx	George	Third Grade	5/2/2016	Regular School	5	5.00	2.50	1.00	0.50
	District A			xxxxxxxx	George	Third Grade	5/2/2016	Regular School	5	5.00	2.50	1.00	0.50

entered district B on 4/26, not exited from district A until 5/6

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This happened in the Spring so be aware this type of scenario can happen any time of the year:

Family enrolled in district A but was showing in both districts for 9 days. The ADA is split between the districts for those 9 days. Who should get ADA...did parent enroll and not show up for 9 days or did original district not exit them when they left...or somewhere in the middle?



# Greater than 1 ADA Report

Idaho State Department of  
Education  
Basic Education Attend Enroll  
Greater Than One ADA Report

Page: 1

#####

School Year: 2015 - 2016  
Provider: 000 IDAHO DISTRICT

district Id	District Name	school Id	School Name	Edu Id	Name	Grade Name	Week Begin Date	Calendar Type	Instruction Days	Reported Attend Days	Adjusted Days	Reported Student ADA	Adjusted ADA
000 IDAHO DISTRICT	YYY	IDAHO SCHOOL	999999999	Last, First	Eleventh	9/14/2015	DR		5	2.50	1.50	0.45	0.31
111 VIRTUAL DISTRICT	XXX	VIRTUAL SCHOOL	999999999	Last, First	Eleventh	9/14/2015	Regular		5	5.00	3.50	1.00	0.69
000 IDAHO DISTRICT	YYY	IDAHO SCHOOL	999999999	Last, First	Eleventh	9/21/2015	DR		5	2.50	1.50	0.45	0.31
111 VIRTUAL DISTRICT	XXX	VIRTUAL SCHOOL	999999999	Last, First	Eleventh	9/21/2015	Regular		5	5.00	3.50	1.00	0.69
000 IDAHO DISTRICT	YYY	IDAHO SCHOOL	999999999	Last, First	Eleventh	9/28/2015	DR		3	0.50	0.50	0.21	0.17
111 VIRTUAL DISTRICT	XXX	VIRTUAL SCHOOL	999999999	Last, First	Eleventh	9/28/2015	Regular		5	5.00	4.50	1.00	0.83

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Idaho district thinks student is Private/Homeschool so reporting student on a DR Calendar when the student is actually enrolled in another district. Per Idaho Code, this student should be on a regular calendar.



## Allocated Enrollment Report

- Shows currently enrolled students only
- Enrollment is split between districts based on number of courses taken

Page: 1		Idaho State Department of Education Basic Education Attend Allocated Enrollment Report School Year: 2015 - 2016 Provider: 000 IDAHO DISTRICT										
		#####										
District ID	District	School Number	School Name	Edu Id	Name	Grade	Time This School	Total Time	Allocated Enroll Time	class count	Total Classes	Allocated Enroll Class Count
000	IDAHO DISTRICT	111	SCHOOL A	999999999	STUDENT A	5	2850	4745	0.6	3	4	0.75
123	DISTRICT IDAHO	333	SCHOOL B	999999999	STUDENT A	5	1895	4745	0.4	1	4	0.25
000	IDAHO DISTRICT	111	SCHOOL A	888888888	STUDENT B	12	1801	2476	0.73	8	10	0.8
456	ANOTHER DISTRICT	444	SCHOOL C	888888888	STUDENT B	12	675	2476	0.27	2	10	0.2

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This data is not currently being used for funding.

This report shows the true enrollment count and where the student actually is – student is only counted once

Unlike the Net Enrollment Report which counts the student as enrolled at each school so may be counted twice (or more).



## Net Enrollment Report

- Enrollment by School and Grade Level
  - Verify enrollment counts
  - Use with Building Report to calculate %ADA
    - 95% common
    - <90% cause for concern

Net Enrollment Report																		6/24/2016 3:13:07 PM	
Charters: Both																			
Period: 1																			
Begin Date: 7/11/2015																			
End Date: 11/6/2015																			
Bldg	Building		Pre	K	1st	2nd	3rd	4th	5th	6th	Elementar	7th	8th	9th	10th	11th	12th	Secondary	All Grades
	'000	IDAHO DISTRICT									Net Total							Net Total	Net Total
123	IDAHO ELEMENTARY		25	94	87	92	89	86	0	0	448	0	0	0	0	0	0	0	473

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Highlighted fields are the net enrollment for grades 1-3 – Use these numbers to cross check with Building Report (See slide 18)  
Grade groupings are important for funding



## Building Report

- Export to excel
- One page/tab per calendar
- Check correct Instructional Days per week
- Check for emergency closure days
- Look for weeks with low ADA
- Use with Net Enrollment Report



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# Building Report

DISTRICT

Secondary

Week Number	Monday Date	Days in Session	Vacation Days	Aggregate Attendance	ADA
11	9/7/2015	0.0	0.0	0.0	0.00
12	9/14/2015	0.0	0.0	0.0	0.00
13	9/21/2015	0.0	0.0	0.0	0.00
14	9/28/2015	0.0	0.0	0.0	0.00
15	10/5/2015	0.0	0.0	0.0	0.00
16	10/12/2015	0.0	0.0	0.0	0.00
17	10/19/2015	0.0	0.0	0.0	0.00
18	10/26/2015	0.0	0.0	0.0	0.00
19	11/2/2015	0.0	0.0	0.0	0.00
Totals:		0.0	0.0	0.00	0.00

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You don't want to see something like this which shows zero instructional days.



## Building Report

Secondary										
Week Number	Monday Date		Days in Session		Vacation Days		Aggregate Attendance		ADA	Aggregate ADA
20	11/9/2015	✓	5.0	✓	0.0	✓	2,871.3	✓	114.85	574.25
21	11/16/2015	✓	4.0	✓	0.0	✓	2,196.1	✓	87.84	351.38
22	11/23/2015	✓	5.0	✓	0.0	✓	3,006.8	✓	120.27	601.35
23	11/30/2015	✓	5.0	✓	0.0	✓	2,595.3	✓	103.81	519.06
24	12/7/2015	✓	5.0	✓	0.0	✓	2,654.3	✓	106.17	530.86
25	12/14/2015	✓	5.0	✓	0.0	✓	2,611.2	✓	104.45	522.24



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Or this. Week 22 was Thanksgiving week. Days in session could be 3 (if no school on Thursday and Friday) or should not be reported at all if there was no school the entire week. This is an issue with your District Calendar file.

Be careful if you import your calendar – check for holidays and non attendance days.





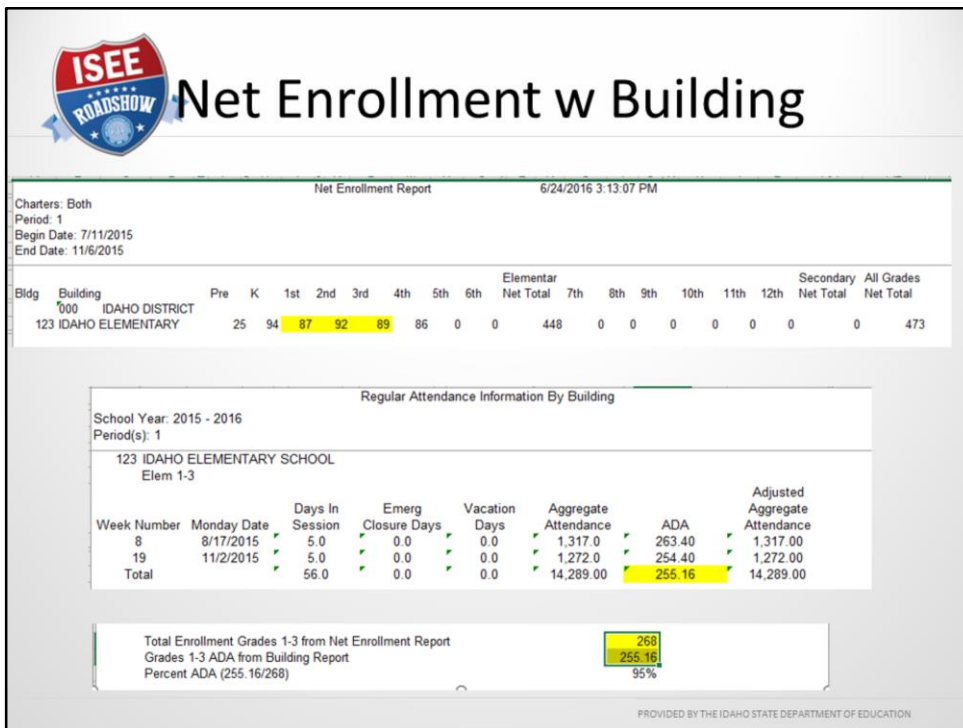
# Building Report

Secondary										
Week Number	Monday Date	Days In Session	Emerg Closure Days	Vacation Days	Aggregate Attendance	ADA	Aggregate Attendance			
19	11/2/2015	4.0	0.0	0.0	739.0	184.75	739.00	93%	VB	
20	11/9/2015	5.0	0.0	0.0	914.5	182.90	914.50			
21	11/16/2015	5.0	0.0	0.0	905.5	181.10	905.50	91%	FB	
22	11/23/2015	2.0	0.0	0.0	364.5	182.25	364.50			
28	1/4/2016	5.0	0.0	0.0	957.5	191.50	957.50			
29	1/11/2016	5.0	0.0	0.0	938.5	187.70	938.50			
30	1/18/2016	4.0	0.0	0.0	753.0	188.25	753.00			
31	1/25/2016	5.0	0.0	0.0	952.0	190.40	952.00			
32	2/1/2016	5.0	0.0	0.0	941.5	188.30	941.50			
33	2/8/2016	5.0	0.0	0.0	913.0	182.60	913.00	92%		
34	2/15/2016	4.0	0.0	0.0	706.5	176.63	706.50	89%	GBB	
35	2/22/2016	5.0	0.0	0.0	902.0	180.40	902.00	91%		
36	2/29/2016	5.0	0.0	0.0	819.5	163.90	819.50	82%	BBB	
37	3/7/2016	5.0	0.0	0.0	949.5	189.90	949.50			
38	3/14/2016	5.0	0.0	0.0	950.0	190.00	950.00			
39	3/21/2016	4.0	0.0	0.0	743.5	185.88	743.50			
41	4/4/2016	5.0	0.0	0.0	947.5	189.50	947.50			
42	4/11/2016	5.0	0.0	0.0	951.5	190.30	951.50			

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Check for weeks with low weeks and verify if sickness, tournaments, or bad data entry (i.e. a 4day school with a 5day week in session.)

Bad weeks may not affect the Best 28 weeks



Total ADA for Grades 1-3 (Building Report) divided by the sum of enrollment for Grades 1-3 (Net Enrollment Report)



## Current Year Support Unit Calculation

- Important report for funding
  - Mid-term and Best 28 Weeks
- Verify calendar days
- Contact Pam Brewer [pbrewer@sde.idaho.gov](mailto:pbrewer@sde.idaho.gov) for one-on-one training



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## Best 28 Weeks

- Shows best 28 weeks of the school year
- Run after March upload to look for bad weeks in ADA
- Contact Pam Brewer [pbrewer@sde.idaho.gov](mailto:pbrewer@sde.idaho.gov) for one-on-one training



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## Staffing Reports

Idaho Code 33-1004 requires all Public School District/Charters to report all positions employed on a regular basis and shall include sufficient identifying information to provide individual verification, education, teaching experience, and other district employment information.

<http://www.sde.idaho.gov/tech-services>



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## Staffing Reports

### Access:

- Login to ISEE Portal
- Click on Reports – Staffing  
(under My Applications)
  - Contact your district technology director for access

<https://isee.sde.idaho.gov/>



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# Attendance/Enrollment



## IDAHO

STATE DEPARTMENT OF EDUCATION



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PORTAL HOME

**MY APPLICATIONS**

- Reports - Attend/Enroll
- Reports - Staffing
- SRM Production 411
- SRM Test 411

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If you do not see Reports staffing, contact your tech director or your district administrator to get access.



## Staffing Reports

- All Personnel Employment Info v6+
- Instructional FTE & Salary Report
- Pupil Services FTE & Salary Report
- Staff Assignment FTE Variance Report
- Employment Placement Schedule
- Credential Report



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## All Personnel Employment Info v6

- Page 1 – All Certified Staff
  - Export to Excel
  - Verify all certified staff is reported & if Form 8 is needed
  - Check Salaries and FTE's
  - Check Extra Pay and Fund Source
  - Salary <\$33,400 will reflect <1 FTE
  - Total FTE's should match Staff Salary Summary



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including Pupil Services & Admin...this is the data reported in your ISEE Staff Demographics file

Ensure data agrees with budgeted numbers and payroll records

Business rules: staff employment status must be active on snapshot date

Active contracts must correlate with active assignments

If the contract FTE is greater than the base salary/minimum salary, then fte is reduced accordingly to the same percentage



## All Personnel Employment Info v6

Certified Personnel Employment Info																			
Bldg	Edu Id	Name	Assign(s)	Initial	Cert Yr	Degree	Credits	< Hist Years >			< Hi-Ed >			< Contract >			Extra Pay		Fund Src
								In	Out	NPub	In	Out	Salary	Days	FTE	Type	Cd	Amount	% FTE
123	22222222	Jones, Dan	42210	1977	MA	53	33	3	0	0	0	0	73,929		0.49	A			10 49
123	99999999	Doe, Jane	0005	2011	BA	0	0	0	0	0	0	0	32,703		1	1			10 51
			00011																10 49
			00041																
			00061																
			00063																
123	99999999	Doe, John	1001	2014	BA	0	1	0	0	0	0	0	31,750		0.97	2			10 100
123	11111111	Smith, Sally	04101	1995	BS	23	15	0	0	0	0	0	41,962		0.8	C			10 100
			04151																
			04201																
			22051																



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Jane Doe needs Form 8

John Doe's FTE is reduced because salary is below minimum



## All Personnel Employment Info v6

- Page 2 – All Non-Certified Staff
  - Verify all non-certified staff is reported
  - Check Rate, Hours, Weeks and Salary
  - Check FTE's and Funding Source (reported in ISEE as ncFundSource)



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## Instructional FTE & Salary Report

- Fund 10 only
- Part 1 – Columns to note
  - Current Career Ladder Placement
    - Blank rows – Out-of-State cert or new teacher? Need Form 8 submitted
  - CTE Allocation
    - New column for Career/Technical stipend
  - Contract FTE – should match assignment FTE
    - Less than 1 – Salary reported  $\leq$  \$33,400
    - Less than 1 – multiple fund sources
    - Less than 1 – Part-time employee
    - Greater than 1 – check assignment FTE for accuracy

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

Assure all certificated instructional staff paid from general fund 10 are listed with correct career ladder placement and ed allocations  
education and years of experience must be complete



# Instructional FTE & Salary Report

Effective Date :		Idaho State Department of Education									
Page: 1		Basic Education Staffing System									
Instructional FTE & Salary Report Including Summer School											
School Year: 2016 - 2017											
Effective Date:											
Provider(s):											

Part 1 Provider	Dist #	(a) Name	(b) EDUID	(c) Current Career Ladder Placement	(d) Current Base Salary	(e) Qualifying Salary Adjustment	(f) Ed Allocation BA24	(g) Ed Allocation MA	(h) CTE Allocation	(i) Total (d+e+f+g+i)	(j) contract FTE	(k) Subtotal Salary (h x i)
				P8	\$45305.00			\$ 1,400		\$46705.00	0.67	\$ 31,292.35
Salary -Minimum		John Doe	999999999	RP2	\$33200.00					\$33200.00	0.97	\$ 32,204.00
				RP2	\$33200.00				3.000	\$36200.00	0.60	\$ 21,720.00
				P1	\$34498.00			\$ 1,400		\$36898.00	1.00	\$ 36,898.00
				RP2	\$33200.00					\$33200.00	1.00	\$ 33,200.00
				RP2	\$33200.00					\$33200.00	1.00	\$ 33,200.00
				P3	\$38311.00		\$ 800			\$39111.00	1.00	\$ 39,111.00
				RP2	\$33200.00			\$ 1,400		\$34600.00	1.00	\$ 34,600.00
				P10	\$47603.00			\$ 1,400		\$49003.00	1.00	\$ 49,003.00
				P8	\$45305.00		\$ 800			\$46105.00	1.00	\$ 46,105.00
Need Form 8		Jane Doe	999999999								1.00	
0.51 FTE from other fund source		Dan Jones	222222222	P8	\$45305.00		\$ 800		3.000	\$49105.00	0.49	\$ 24,061.45
				P10	\$47603.00			\$ 1,400		\$49003.00	1.00	\$ 49,003.00
				RP2	\$33200.00	\$3127.15		\$ 1,400		\$37727.15	1.00	\$ 37,727.15
Part-time employee		Sally Smith	111111111	P5	\$41282.00			\$ 1,400		\$42682.00	0.80	\$ 34,145.60
				RP2	\$33200.00					\$33200.00	1.00	\$ 33,200.00
				Subtotal							14.56	\$ 535,470.55
											Average Salary	\$ 36,776.82

PROVIDED BY THE IDAHO STATE DEPARTMENT OF EDUCATION

Assure all certificated instructional staff paid from general fund 10 are listed with correct career ladder placement and ed allocations  
education and years of experience must be complete



## Instructional FTE & Salary Report

- Fund 10 only
- Part 2
  - Business Managers should check all columns for accuracy
  - Contact Kathryn Vincen [klvincen@sde.idaho.gov](mailto:klvincen@sde.idaho.gov) for more detailed assistance



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# Instructional FTE & Salary Report

Name	EDUID	FY15 Highest Degree	FY15 Credits	FY15 Total Years	FY15 Index	FY15 Additio- nal Degree	FY17 Career Ladder Placement	FY17 Base Salary	FY17 Highest Degree	FY17 Total Credits	FY Total Years	FY17 Index	FY17 Index x \$23,354	Qualifying Salary Adjustment
		M	60	11	1.8698		PS	45,305	M	60	13	1.9399	45,304.42	
		B	0	0	1		RP2	31,750	B	0	2	1.0375	24,229.78	
		OS	0	4	1.1587		RP2	33,200	OS	0	6	1.2022	28,076.18	
		M	12	6	1.4451		P1	35,498	M	12	8	1.4993	35,014.65	
		BS	0	2	1.0764		RP2	33,200	BS	0	4	1.1168	26,081.75	
		BA	0	4	1.1587		RP2	33,200	BA	0	6	1.2022	28,076.18	
		BA	24	12	1.5555		P3	38,311	BA	24	14	1.5555	36,327.15	
		M	0	3	1.2473	MA	RP2	33,200	M	0	5	1.2941	30,222.41	
		MA	36	31	2.0126		P10	47,603	MA	36	33	2.0126	47,002.26	
		BA	60	21	1.8698		P8	45,305	BA	60	23	1.8698	43,667.31	
		MA	0	2	1.2022		RP2	33,200	MA	0	4	1.2473	29,129.44	
		BA	60	33	1.8698		P8	45,305	BA	60	35	1.8698	43,667.31	
		M	36	32	2.0126		P10	47,603	M	36	36	2.0126	47,002.26	
		BS	0	8	1.3426		RP2	33,200	M	0	10	1.5555	36,327.15	3,127.15
		MA	36	8	1.6743		P5	41,282	MA	36	10	1.7371	40,568.23	
		BS	0	2	1.0764		RP2	33,200	BS	0	4	1.1168	26,081.75	

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Notice cohort year data (left side) as well as current year data.



# Pupil Services FTE & Salary Report

- Same as Instructional FTE & Salary except:
  - New cohort

Pupil Services FTE & Salary Report Including Summer School																
School Year: 2016-2017																
Effective Date:																
Part 2	11															
Provider	Dist #	Name	EDUID	FY16 Highest Degree	FY16 Credits	FY16 Total Years	FY16 Index	FY16 Additional Degree	FY17 Career Ladder Placement	FY17 Base Salary	FY17 Highest Degree	FY17 Total Credits	FY Total Years	FY17 Index	FY17 Index x \$23,354	Qualifying Salary Adjustment
				M	60	11	1.8698		P8	45,305	M	60	12	1.9399	45,304.42	
				BA	60	33	1.8698		P8	45,305	BA	60	34	1.8698	43,667.31	



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New this year. Pupil services cohort will start one year later than teachers.





## Staff Assignment FTE Variance

- Check that Contract FTE total matches Assignment FTE (for Summer School if applicable)

District Code	District Name	EDUID	Name	Assignment Code	Assignment Name	Contract Number1 FTE	Contract 1 Assignment FTE As Reported	Variance Contract 1
1		XXXXXXXXXX	Teacher A			0		
123		XXXXXXXXXX	Teacher A	00001	Kindergarten Instruction (Gr. K)		1.000	
			<b>Teacher A</b>		<b>Subtotal</b>	<b>0.86</b>	<b>1.000</b>	<b>(0.14)</b>
						1.00		
123		XXXXXXXXXX	Teacher B	03051	Biology (Gr. 9-12)		0.370	
123		XXXXXXXXXX	Teacher B	03159	Physical Science (Gr. 9-12)		0.140	
123		XXXXXXXXXX	Teacher B	53001	Earth Science (Gr. 6-8)		0.070	
			<b>Teacher B</b>		<b>Subtotal</b>	<b>1.00</b>	<b>0.580</b>	<b>0.42</b>
123		XXXXXXXXXX	Teacher C			0.41		
123		XXXXXXXXXX	Teacher C	00092	Special Education Exploratory - Elementary (Gr. K-6)		0.100	
			<b>Teacher C</b>		<b>Subtotal</b>	<b>0.41</b>	<b>0.100</b>	<b>0.31</b>
123		XXXXXXXXXX	Teacher D			0.30		
123		XXXXXXXXXX	Teacher D	23006	Transition-Special Ed (Gr. 9-12)		0.200	
			<b>Teacher D</b>		<b>Subtotal</b>	<b>0.30</b>	<b>0.200</b>	<b>0.10</b>

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Teacher A – Contract FTE is probably under-reported

Teacher B – Assignment FTE's are probably under-reported – missing assignments?

Teacher C & D Contract and Assignment FTE's don't match so need further investigation.



## Employment Placement Schedule

- Administrative Placement
  - Business Managers check for accuracy

Date : 7/7/2016 4:29:32 PM  
Page: 1

Idaho State Department of Education  
**Basic Education Staffing System**  
Employment Placement Schedule  
Including Summer School

School Year: 2015 - 2016

Report Type: Administrative

Effective Date: 7/7/2016

Provider: 123 SCHOOL DISTRICT

Name	Edu Id	Degree	Credits	Years of Service		Education Actual	Administrative FTE	
				Actual	Placement		Qualifying	Factored
	XXXXXXXXXX	DR	153	20	20	MA+36 / ES/DR	1.00	2.01
	XXXXXXXXXX	MS	33	23	23	MA+24 / BA+60	1.00	1.87
	XXXXXXXXXX	MS	42	18	18	MA+36 / ES/DR	1.00	2.01
	XXXXXXXXXX	MA	34	16	16	MA+24 / BA+60	1.00	1.87
	XXXXXXXXXX	ES	83	24	24	MA+36 / ES/DR	1.00	2.01
	XXXXXXXXXX	BS	67	12	12	MA+24 / BA+60	1.00	1.87
Provider Totals							6.00	11.65

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Please contract Kathryn Vincen for one-on-one training for this report.



## Credential Report

- Teacher Certification uses the report, called the “Credential Report,” to ensure that districts/charters and educators are in compliance with **Idaho Statute Title 33-1201**
- Educators must hold the appropriate certificate/endorsement for the assignments that they are “coded” for.

<http://www.sde.idaho.gov/tech-services/isee/index.html>

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Link to the Assignment Credential Report – Be sure to use the current year’ manual.



# Credential Report

Effective Date: Idaho State Department of Education														
Page: 1 Teacher Certification System														
7/25/2016 10:41:53 AM														
State Credential Report														
Start Date: 9/1/2015														
Show Only Active Employees: No														
Provider: 000 IDAHO DISTRICT														
Buildings(s): All														
End Date: 7/25/2016														
Building Name	Edu Id	Person Name	Assignment Deficiency	Assignment Code	Assignment Name	Active Assign	Teaching Role	Grade	Periods	Start Date	End Date	Certificates	Endorsements	Credential Exp Date
IDAHO SCHOOL	123456789	Staff 1	No	22003	Study Skills (Gr. 9-12)	Yes	Teacher of Record	MX	905417	7/1/2015	7/31/2015	10 Standard Exceptional Child	7029 Generalist K-12	8/31/2019
IDAHO SCHOOL	223456789	Staff 2	Yes	31810	Consulting Instructor-Special Ed (Gr. 6-12)	Yes	Teacher of Record	MX	111	8/24/2015	6/2/2016	2 Standard Elementary, 4 Standard Secondary, 10 Standard Exceptional Child	7010 All Subjects K-8, 7029 Generalist K-12, 7120 English as a New Language K-12, 7144 Communication 6-12	8/31/2019
IDAHO SCHOOL	323456789	Staff 3	Yes	04057	AP History (Gr. 11-12)	Yes	Teacher of Record	TD	933245, 933246, 933248, 933249, 933251, 933254, 933256, 933257, 933259	1/19/2016	6/2/2016	4 Standard Secondary	7200 Social Studies 6-12, 7924 Driver Education	8/31/2016

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Snapshot of all columns



## Credential Report

### Active Assignment

Person Name	Assignment Deficiency	Assignment Code	Assignment Name	Active Assign	Teaching Role	Grade
Staff 1	No	22003	Study Skills (Gr. 9-12)	Yes	Teacher of Record	MX

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Active Assign = Y means the Assignment Code is a currently accepted as an endorsed assignment. If Active Assign = N, that assignment is no longer acceptable (i.e. 23003 Mobility Instruction – Special Education (Gr. 9-12))



# Credential Report

- Assignment Deficiency

Person Name	Assignment Deficiency	Assignment Code	Assignment Name	Active Assign	Teaching Role	Grade	Periods	Start Date	End Date	Certificates	Endorsements
Staff 2	Yes	31610	Consulting Instructor-Special Ed (Gr. 6-12)	Yes	Teacher of Record	MX	N1	8/24/2015	6/2/2016	2 Standard Elementary, 4 Standard Secondary, 10 Standard Exceptional Child	7010 All Subjects K/9, 7029 Generalist K/12, 7126 English as a New Language K/12, 7144 Communication 6/12

Idaho Department of Education  
2016-2017 Certificated Staff Criteria – ISEE

**Assignment Codes**

**31600 Consulting Instructor – Special Education (Gr. K-5)**  
**31610 Consulting Instructor – Special Education (Gr. 6-12)**

This ISEE assignment code may be used for persons who hold the endorsement of consulting teacher. Persons who qualify for this endorsement already must hold the exceptional child certificate and either a standard elementary or standard secondary certificate. Consulting teachers provide technical assistance to teachers and other

**Endorsement Requirement**

7045 Sped Consulting Teacher K/12

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This assignment requires a special endorsement. See the Assignment Credentials Manual for more information.



## Credential Report

- Assignment Deficiency

Person Name	Assignment Deficiency	Assignment Code	Assignment Name	Active Assign	Teaching Role	Grade	Periods	Start Date	End Date	Certificates	Endorsements
Staff 3	Yes	04057	AP History (Gr. 11-12)	Yes	Teacher of Record	10	933245, 933246, 933248, 933249, 933251, 933254, 933255, 933256, 933257, 933259	1/19/2016	6/2/2016	4-Standard Secondary	7200 Social Studies 6/12, 7924 Driver Education

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This person is properly endorsed, but the assignment code does not match the grade level reported.



# Contact Information

## Region 1 & 2

- Amy Sigler (208) 332-6981
- [asigler@sde.idaho.gov](mailto:asigler@sde.idaho.gov)

## Region 3 & 4

- Cheryl McMurtrey (208) 332-6941
- [cmcmurtrey@sde.idaho.gov](mailto:cmcmurtrey@sde.idaho.gov)

## Region 5 & 6

- Roger Evans (208) 332-6982
- [revans@sde.idaho.gov](mailto:revans@sde.idaho.gov)

## SDE Help Desk

- SDE Support (208) 332-6987
- [support@sde.idaho.gov](mailto:support@sde.idaho.gov)

## Attendance/Enrollment

- Pam Brewer (208) 332-6844
- [pbrewer@sde.idaho.gov](mailto:pbrewer@sde.idaho.gov)

## Staffing

- Kathryn Vincen (208) 332-6841
- [klvincen@sde.idaho.gov](mailto:klvincen@sde.idaho.gov)

## Certification

- Cina Lackey (208) 332-6936
- [clackey@sde.idaho.gov](mailto:clackey@sde.idaho.gov)

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